Excel Assignment - 9

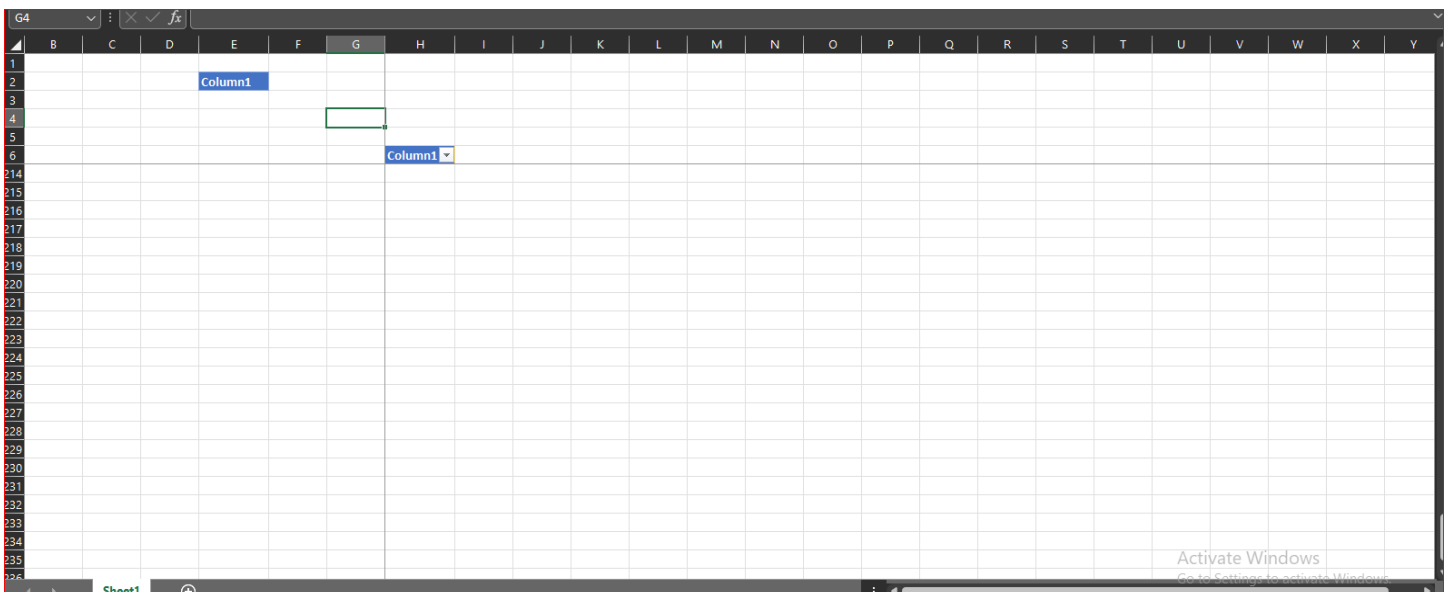## 1. What are the different margin options, and do we adjust the margins of the excel worksheet?

➢ To use predefined margins are Normal, Wide, or Narrow.

➢ To specify the page margin tab, click Custom Margins, and then—in the Top, Bottom, Left, header, footer, and Right boxes—enter the margin sizes that want to change.

2. Set a background for your table created.

➢ Select the cell or range of cells you want to format.

➢ Click Home > Format Cells dialog launcher, or press Ctrl+Shift+F.

➢ On the Fill tab, under Background Color, pick the color you want.

3. What are freeze panes and why do we use freeze panes? Give examples.

➢ To keep an area of a worksheet visible while you scroll to another area of the worksheet, go to the View tab, where you can Freeze Panes to lock specific rows and columns in place, or you can Split panes to create separate windows of the same worksheet.

3. What are the different features available within the Freeze Panes command?

➢ Freeze Pane shows three options in the drop-down:

- Freeze Panes: It freezes the rows as well as the columns.

- Freeze Top Row: It freezes all the rows above the active cell.

- Freeze First Column: It freezes all the columns to the left of the active cell.

4. Explain what the different sheet options present in excel are and what they do?

➢ An Excel sheet is one of the core elements of the workbook, there are multiple core options to perform from the Sheet Options. We can access various sheet options by using the following ways:

- Ribbon Sheet Options

- Right-click Sheet Options

➢ Sheet options are present on the Excel ribbon and can be accessed by going to Page Layout → Sheet Options. It mainly has four toggle options: two for Gridlines and two for Headings, and they can be turned on and off by selecting and deselecting the checkboxes.

➢ Gridlines:

- View: This option allows users to show/ hide gridlines within the active worksheet. Turning off this option removes the gridlines from the sheet and displays a blank Excel sheet.

- Print: This option allows users to show/ hide gridlines on an Excel document that will be printed on paper.

➢ Headings:

- View: This option allows users to show/ hide headings within the active worksheet. Turning off this option removes the headings from the current sheet's headers and footers.

- Print: This option allows users to show/ hide headings on an Excel document, which is to be printed on paper.

➢ In Excel, the right-click with the mouse button usually displays the context menu for the selected element.

➢ When pressing the right-click on any Sheet tabs, Excel displays a list of options relevant to Excel sheets. The list includes various sheet options. However, this list is usually called the 'worksheet menu'.